



Leadership Development

2007 Aspiring Leaders Development Program (ALDP)

The Office of Human Resources Management is please to announce the launch of the 2007 Aspiring Leaders Development Program (or ALDP-3). The program recruitment announcement will be open from Thursday, September 7, 2006 through Thursday, October 5, 2006 for Department of Commerce (DOC) employees in the Washington, D.C. Metropolitan area. All applicants must be full-time/permanent employees to enter the program.

To apply, go to USAJOBS at <http://www.usajobs.opm.gov>. The program overview, components, requirements, and instructions on how to apply are described next.





Overview of the ALDP

The Aspiring Leaders Development Program is a **competency-based** leadership development program that provides training and development experiences for high potential employees in the GS 7 – GS 12 (or equivalent) levels and prepares them for leadership positions throughout Commerce.

The ALDP is designed to provide a series of developmental experiences for a group of aspiring individuals to enhance their leadership competencies as part of the Department's succession plan. The developmental experiences will include formal training and seminars, developmental assignments, mentoring from senior managers, and various team projects. The ALDP concentrates on developing or "stretching" each participant's competencies in the following targeted areas: communication, continual learning, customer service, flexibility, problem solving, and team building.

The ALDP has two tracks: Track 1 is open to DOC employees meeting the qualification requirements at grade levels GS-7 through 10 (or equivalent levels). Track 2 is open to DOC employees at grade levels GS-11 and 12 (or equivalent levels). Each track will run for 12 months.

The ALDP uses an integrated approach for the development of extraordinary leaders. Activities are designed to tie together and reinforce assessment, individual development and experiential learning throughout the program.

The Program Emphasizes Five Key Practices

1. Experiential Learning
2. Understanding and Valuing Diversity
3. Developing the Leader
4. Emotional Intelligence and Building Relationships
5. Reading and Reflection

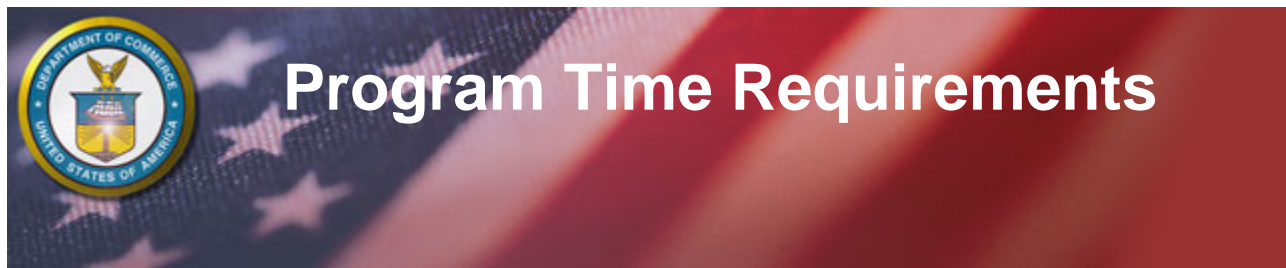


Overview – Key Competencies

The program is based on six of the twenty seven Office of Personnel Management (OPM) Executive Core Qualifications (ECQ's). See OPM's ECQ's at <http://www.opm.gov/ses/ecq.asp> for additional information on ECQ's.

This program focuses on building the following six competencies:

- **Customer Service**
 - -Demonstrating Generous Listening Skills
- **Communication**
 - -Communicating a Vision for Change
- **Flexibility/Adaptability**
 - -Resolving Conflict
- **Team Building**
 - -Working to Build Trust and Supportive Relationships and Networks
- **Problem Solving**
 - -Transform Knowledge and Skill into Wisdom and Action
- **Continual Learning**
 - -Gaining personal insight and leadership mastery continuously



The ALDP is a 12-Month Program from January to December.

Activities held during work hours

Three interactive one-week training sessions (120 hours)
Emotionally Intelligent Leader training course (16 hours)
Three one-hour management interviews (3 hours)
45-day developmental assignment (calendar days)
1 week shadowing assignment (40 hours)
Three Speaker Forum Series (9 hours)
Learning Team Meetings (3 hours)

Activities completed on the participants own time and pace

Leadership Effectiveness Inventory (LEI) Assessment
Myers Brigs Type Indicator (MBTI) Assessment
Individual/Leadership Development Plan
Three management readings /Reflecting on Readings
Learning write-ups for all assignments
Impact Paper

The ALDP is a rigorous program that makes bold promises to participants based on their full commitment to learning. The time commitment is notable and “you get out of the program what you put into it”.

The participation of the supervisor in this leadership developmental opportunity is critical to the success of the program.



Selection Components for the ALDP

Individuals that apply to the ALDP - Track 1 program must be at a GS-7 level (or equivalent level) for at least a year on or before the close of the announcement. Individuals that apply to the ALDP-Track 2 program must be at a GS-11 level (or equivalent level) for at least a year on or before the close of the announcement. In addition, Track 2 applicants must be qualified in one or more of the following mission-critical occupational series positions:

- Economist - 0110
- Miscellaneous Program Occupations - 0301
- Management/Program Analyst - 0343
- Telecommunication Specialist - 0391
- Fishery Biologist - 0482
- Electronic Engineer - 0855
- Attorney - 0905
- General Business and Industry Occupations - 1101
- Trade Specialist - 1140
- Patent Administration – 1220
- Patent Examiner - 1224
- Physical Scientist - 1301
- Physicist - 1310
- Hydrologist - 1315
- Chemist - 1320
- Meteorologist - 1340
- Oceanographer - 1360
- Mathematical Statistician - 1529
- Statistician - 1530
- General Compliance Occupations - 1801
- Information Technology Specialist – 2210
- Human Resources Specialist – 0201

Employees must apply to the program through the Office of Personnel Management's (OPM) USA Jobs Website as follows:

- Employees in grades 7/8 (or ZA-II) with an annual salary less than \$49,393 must apply to ALDP Announcement Number OS-2006-0019.
- Employees in grades 9/10 (or ZA-II) with an annual salary greater than \$49,393 must apply to ALDP Announcement Number OS-2006-0025.
- Employees in grades 11/12 (or ZA-III) must apply to ALDP Announcement Number OS-2006-0026.



Application Procedures for the ALDP

Interested DOC employees must visit the USAJOBS website at <http://www.usajobs.opm.gov> and click on the link entitled "Search Jobs."

- At the top of the new page, you will see an active field entitled "Keyword Search." Depending on the program, please input the appropriate announcement number (OS-2006-0019, OS-2006-0025 or OS-2006-0026) in the field provided.
- Scroll to the bottom of the same page and find the section entitled "Applicant Eligibility."
- Click on the button designated "yes" where you feel you are eligible.
- Finally go to the bottom of the same page and click the tab entitled "Search for Jobs." The announcement will appear.
- Follow the instructions as noted to complete and submit your application.

Please note: You will have to create an account in USAJOBS in order to complete your application. You will be taken to USAJOBS from the vacancy announcement. In addition, applicants must let their supervisors know of their intention to apply to this program as job time will be required to complete some of the requirements.

If you have any questions regarding this message, please send inquiries to e-mail box ALDP3@doc.gov. You will receive a response to your question as soon as is possible.

We thank you for your interest in Department of Commerce's ALDP-3 program.



Testimonials

"The fact that you develop a new network of contacts through your ALDP classmates and exposure to happenings in their agencies and divisions has proved as valuable as the leadership teachings and concepts I learned. In my case, it led me to apply outside my division, for a promotion, in a completely different kind of work based on information from a classmate ... and I was lucky enough to get the position!!"

Joseph Brunn
Statistician, US Census Bureau

"Through targeted developmental assignments, the leadership program has offered invaluable exposure to current, high-level leadership in the Department, whose skills and professional demeanor have bridged gaps in my own learning and inspired me to continue to strive for the top. Mostly I've learned that in addition to political savvy, leadership is about energy, ideas and relationship-building. In addition, it has been a time of personal and professional growth that has taught me the importance of networking, time management, and setting priorities, while balancing work and home life. I come out of this program confident that any one can be a leader, but it takes drive, commitment, compassion, and vision to succeed as one."

Andrea Da Silva
Senior Policy Analyst, International Trade Administration

"The ALDP program not only gave me the opportunity to receive formal leadership training, but also provided me with an opportunity to interact and learn from a variety of exceptional DOC leaders. The management interviews, shadowing assignment, and developmental assignment were an invaluable part of the program. The opportunity to interact and learn in a close group setting, with ALDP participants representing a variety of bureaus and job series, has been extremely beneficial. As a result of my participation in the program, I was given leadership and networking opportunities that ultimately allowed me to change job series."

Jennifer Dinkfeld
Human Resource Specialist, US Census Bureau

"The ALDP has opened many doors for my professional career. I had already gotten a promotion, four months into the program. In this promotion, I am currently a Team Leader using my leadership skills. It's been a long way and I am still developing my skills to further my career even more."

Mary Ortiz
Secretary, NOAA

"Making contacts with decision makers has been very important. The ALDP opens doors that normally one would not have the opportunity to open. I found the interviews and shadow assignment to be most interesting. I have used the interviews to gain insights into what makes a successful leader and how those leaders use their influence to shape policy and steer their agencies in positive directions. I was struck at how earnest and forthcoming they were and how giving and gracious they have been to me, with information and their valuable time. Just the mention of the ALDP and my participation has a positive effect on all those I deal with. The exposure to my fellow participants and all the important work they do is also very interesting. It is amazing how varied and important their work is."

Neil Osborne
Management Analyst, US Census Bureau